

**CONFIDENTIAL**

7 April 1966

**MEMORANDUM FOR: Acting Director of Central Reference**

**SUBJECT : Initial Meeting on Implementation of the  
Item Register System**

25X1

1. On 6 April 1966 [ ]

25X1

[ ] met with me to discuss implementation of the  
Item Register System.

25X1

2. After a brief general background discussion, a series of preliminary statements on various aspects of the implementation were described by [ ]. The group was requested to review these statements for clarity, accuracy, and usefulness in coming up with an implementation plan.

25X1

3. [ ] raised the question as to what constituted an item for Item Register purposes. During the ensuing discussion it was clear that a more precise definition of an item than that provided in the Task Team II report was required. It was agreed that the group should attempt to develop such a detailed definition. Further, it was felt that this definition might be modified as a result of collecting and analyzing candidates for the Item Register during following phases. [ ] identified a number of instances where in such an item level decision would be pivotal. The occurrence of the recurring titles within existing series designations was discussed at length.

25X1

25X1

4. [ ] suggested that as an initial step in the direction of data collection that she and [ ] might test the proposed data collection form included with the preliminary statement on data collection. In this way the need for changing the form itself can be determined before it is reproduced in quantity.

25X1

25X1

5. [ ] reported that PFIAB [ ] was to be briefed on 19 April 1966 regarding the status of the recommendations of the CODIB Task Teams II, VI and VII.

25X1

MORI/CDF

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**CONFIDENTIAL**

- 2 -

6. This group will meet again on 13 April to discuss the results of testing the data collection form. [ ] will continue preparing preliminary statements on implementation and develop a preliminary plan for discussion at the next meeting.

25X1



25X1

Chief, Document Division

**CODIB SUPPORT**



bpn

25X1

cc: EXA/OCR  
Chief, CODIB Support Staff  
Chief, Special Register, OCR

**CONFIDENTIAL**